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1916/17

BUSINESS COURSES BY CORRESPONDENCE

Studies Offered by the
EXTENSION DIVISION OF THE
UNIVERSITY OF OREGON
EUGENE, OREGON

ANNOUNCEMENTS FOR 1916

THE UNIVERSITY OF OREGON is now offering thorough courses in Business Administration, Cost Accounting and Commercial Law, through the courtesy extended by the University of Wisconsin in permitting the use of its texts. For each of these business courses there is a fee of \$1.00 in addition to the cost of text and assignments. The cost of assignments for any of the courses will not be over \$2.40. The registration fee in the Correspondence-Study department is \$1.00 and is paid but once each year irrespective of the number of courses taken. New students should add the registration fee to the total fees for courses. When courses are taken for credit, fees in some courses vary slightly from the above. Write to the Secretary of the Extension Division for further information about these courses.

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LIST OF COURSES

GENERAL ORGANIZATION OF BUSINESS.

A course treating the development of business through the various stages — agricultural, pastoral, etc.— up to the present industrial organization. Text ~~\$1.60~~ 1.50

Our own

MARKETING METHODS.

A course dealing with the problems of distribution and factors involved; organization of a sales department; sales management and advertising; credits and collections, etc. Texts \$3.00. Assignments \$2.40.

BOOKKEEPING AND ACCOUNTING PRINCIPLES.

A general review of the principles of bookkeeping; classification of accounts; partnership accounts; articulation accounts; and constructive accounting. 1.50

Our own

COST ACCOUNTING.

This course treats of the distribution of overhead under the various methods in use by cost accountants; supplementary and test and estimate cost systems; special order systems; relation of cost accounts to general accounts, etc. Assignments \$2.40.

SOLUTION OF C. P. A. PROBLEMS.

This course involves solutions of problems given in various C. P. A. examinations by C. P. A. boards in the different states. It is of great help to all preparing to take a C. P. A. examination. Assignments \$2.40.

COST ACCOUNTING FOR PRINTERS.

This course includes drills in the general principles of bookkeeping, with special application to the printing business. It also teaches elements of cost finding and the principles involved in the installation of a cost system, as approved by the United Typothetae and Ben Franklin Clubs of America. Assignments \$1.50.

THE LAW OF SALES.

What a contract of sale is; formalities of the contract of sales; written and oral contracts; conditions and warranties; express and implied warranties; transfer of title; rights of seller; innocent purchaser; seller's creditors, etc.; documents of title; performance of contract; rights of unpaid seller; remedies of buyer, etc.

THE LAW OF CONTRACTS. 115 -

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A course dealing with the law of contracts — acceptance; consideration; kinds of contracts; who can and who cannot make a contract; illegal contracts; discharge of contracts; Statute of Frauds; rights under contracts, etc.

THE LAW OF PRIVATE CORPORATIONS.

Some of the topics treated are: The corporation form of organization; corporation functions; the charter; internal relations; powers; acts ultra vires; liabilities and torts; special relations of officers; stockholders, creditors, etc.

THE LAW OF INSURANCE.

This course treats of the kinds of policies; insurable interest; representation and concealment; warranties; principles of waiver, etc.

THE LAW OF COMMERCIAL PAPER.

This course includes the following subjects: Negotiability; formal requirements of negotiability; acceptance of bills of exchange; holder in due course; obligations of parties, etc. Text \$1.20.

RETAIL SELLING AND STORE MANAGEMENT.

A course intended to help the retail salesman. It crystalizes the experience of many persons and combines the elements of their success in a scientific presentation.

THE SCHOOL OF COMMERCE

Offers students in residence good business training.

Besides the business courses offered by the extension division, the following courses are given in residence by the School of Commerce: Principles of Accounting; Cost Accounting; Solution of C.P. A. Problems; Auditing; Business Law; Business Organization and Management; Municipal Administration; Practical Banking; Municipal Accounting; Resources of the Northwest; Foreign Commerce; Domestic Commerce; Salesmanship; Insurance; Advertising; Commercial Correspondence; Methods of Commercial Teaching; Purchasing, and Credits and Collections.

Courses will also be offered in Retail Accounting; Institutional Accounting; Market Methods, Employment Management, and Retail Selling and Store Management.

The School of Commerce is likewise conducting an industrial survey of Oregon. From time to time bulletins embodying the results of these surveys will be available.



THE CORRESPONDENCE-STUDY DEPARTMENT

Offers courses of study in each of the following subjects:

Bird Study	German
Botany	History
Business Administration	Journalism
Debating	Literature
Drawing	Mathematics
Economics	Philosophy
Education	Physics
English	Psychology
Geology	Sociology

In most of these courses students who meet the full requirements are entitled to university credit.

Study Courses for Clubs

Students who have not been able to complete a full high school course will find the following courses helpful:

English	Algebra
History	Geometry
American Classics	Physics
English Classics	

Write to the correspondence-study department for a catalogue describing these courses.

EXTENSION CLASSES

In addition to the correspondence courses the Extension Division conducts extension classes for groups of persons wishing to do systematic study on certain subjects. These classes may be organized upon a definite request from an interested group. Classes already organized in Portland are: Short Story; Modern Novelists; Rhetoric; Psychology; and the History, Theory and Economics of Banking and Foreign Exchange.

SPECIAL ANNOUNCEMENT

Courses for high school teachers of commercial subjects will be given in the University Summer School, June 18 to July 28, 1916.